

POSITION DESCRIPTION (Please Read Instructions on the Back)

Branch
42-83

2. Reason for Submission <input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input type="checkbox"/> Expiration (Show any positions replaced)		3. Service <input checked="" type="checkbox"/> New <input type="checkbox"/> Dept. <input type="checkbox"/> Field		4. Employing Office Location Camp Lejeune, N.C.		5. Duty Station		6. CSC Certification No.	
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt				8. Employment/Financial Stmt Required <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify)				11. Position is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> Critical <input type="checkbox"/> Noncritical <input checked="" type="checkbox"/> Nonsensitive		13. Competitive Level Code	
14. Agency Use									

15. Classified Entered by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau						
d. Field Office	Heavy Mobile Equipment Mechanic	5803	10	BB		8/26/83
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment Marine Corps Base, Camp Lejeune, N.C.		c. Third Subdivision General Services Section	
a. First Subdivision Base Maintenance Division		d. Fourth Subdivision Heavy Equipment Unit	
b. Second Subdivision Maintenance & Repair Branch		e. Fifth Subdivision	

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

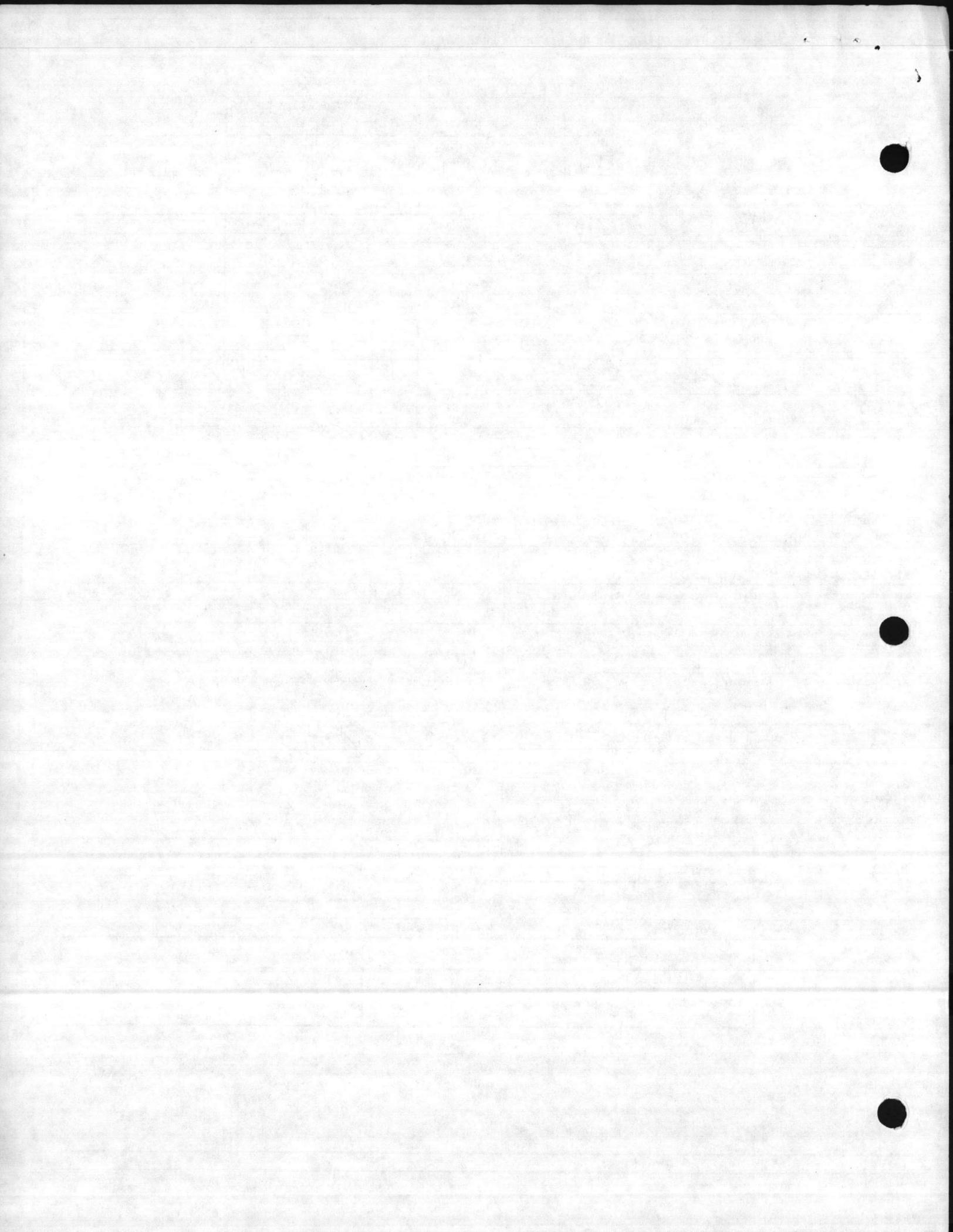
a. Typed Name and Title of Immediate Supervisor DONALD R. GURGANUS, Transportation Gen Frmn	b. Typed Name and Title of Higher-Level Supervisor or Manager (optional) B. W. ELSTON, MaintMgr
Signature: <i>[Signature]</i> Date: 8/17/83	Signature: <i>[Signature]</i> Date: 8/18/83

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.		22. Standards Used in Classifying/Grading Position	
Typed Name and Title of Official Taking Action W. R. MARTIN Classification Superintendent		FLSA: Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Unit Status: 0010	
Signature: <i>[Signature]</i> Date: 8/26/83		CFI: <u>1</u> SPC: <u>C</u> BOC: <u>9</u>	

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Former Review	Initials	Date								
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks



ELECTRICAL EQUIPMENT REPAIRER
WG-5716 -10

I. Introduction. This position is located in the Heavy Equipment Unit, General Services Section, Maintenance and Repair Branch, Base Maintenance Division. The purpose of the position is to perform minor and major repairs to stationary and portable generators, powered by diesel, gasoline, and electricity at the Heavy Equipment Unit, Marine Corps Base, and New River Air Station.

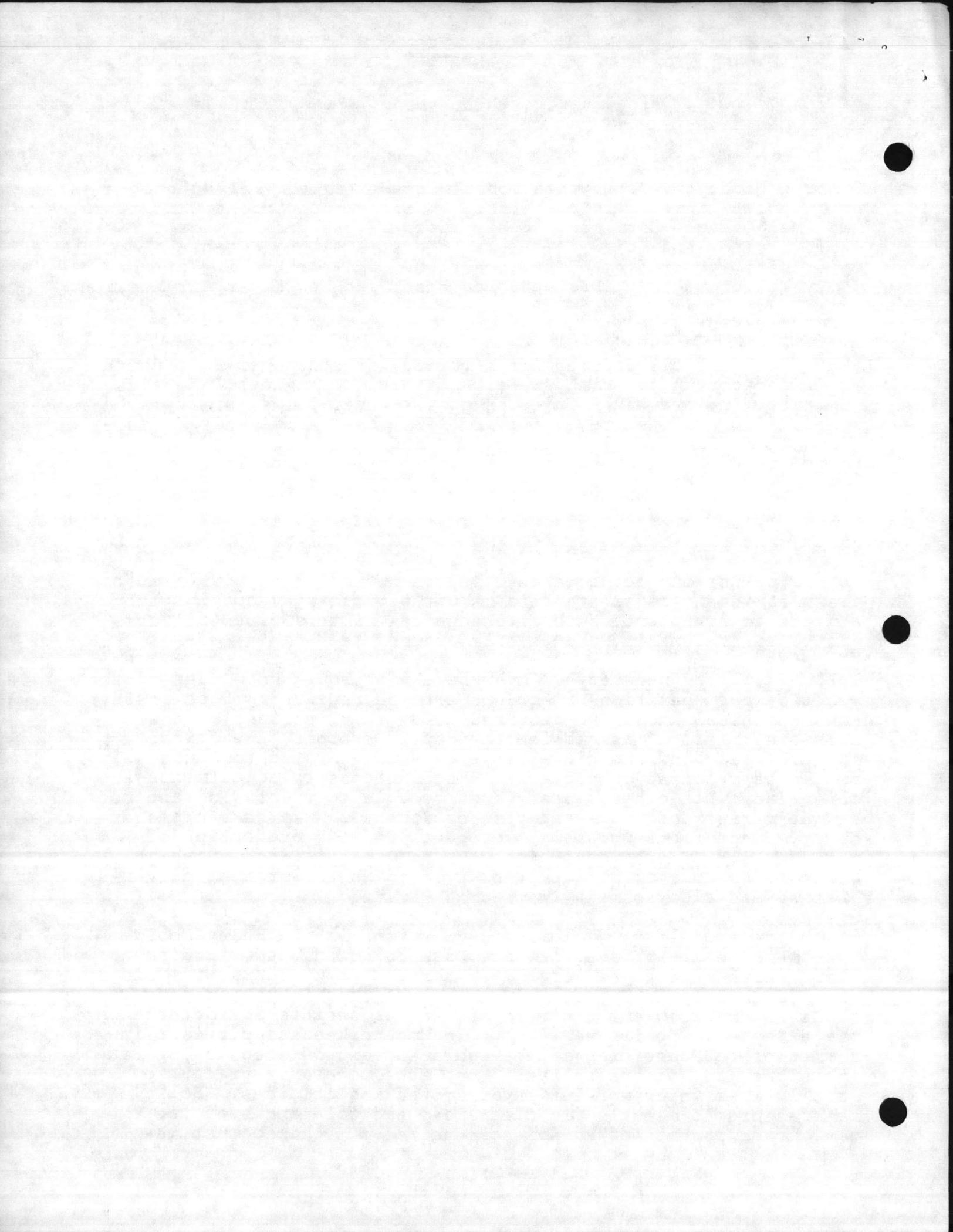
II. Major Duties.

A. Overhauls and repairs a variety of stationary and portable generator units, with diesel and gasoline engines. Repairs, replaces, and overhauls injector pumps, water pumps, starters, generators, alternators, injectors, fly wheel drive units, radiators, fuel lines, hydraulic systems and lines, radiator hoses, belts, regulators, diesel and gasoline engines, trailers, wheel bearings, seals, lights, brakes, transmissions, tanks, final drives, U-joints, drive shafts, rings, connecting rods, crankshafts, sleeves, cylinder heads, grind valves, batteries, cables, tires, and chassis parts.

B. Must inspect equipment before and after repairs. Must clean equipment before repairs. Must perform preventative maintenance to equipment, such as change oil filters, fuel filters, air cleaner elements, change oil, and grease.

III. Skill and Knowledge. Must have a thorough knowledge of the function and operation of equipment to be repaired. Must possess the mechanical knowledge required to overhaul engines, transmissions, rear end assemblies, hydraulic systems, electrical systems, gasoline and diesel powered generators; determines what should be repaired or replaced. Makes necessary adjustments and alignments with other parts. Must be able to understand and use a wide variety of tools and test equipment. Must take necessary safety precautions for self protection and the protection of others while in or around highly toxic insecticides, and high voltage. Incumbent must possess a valid North Carolina driver's license and a Government Operator's Permit.

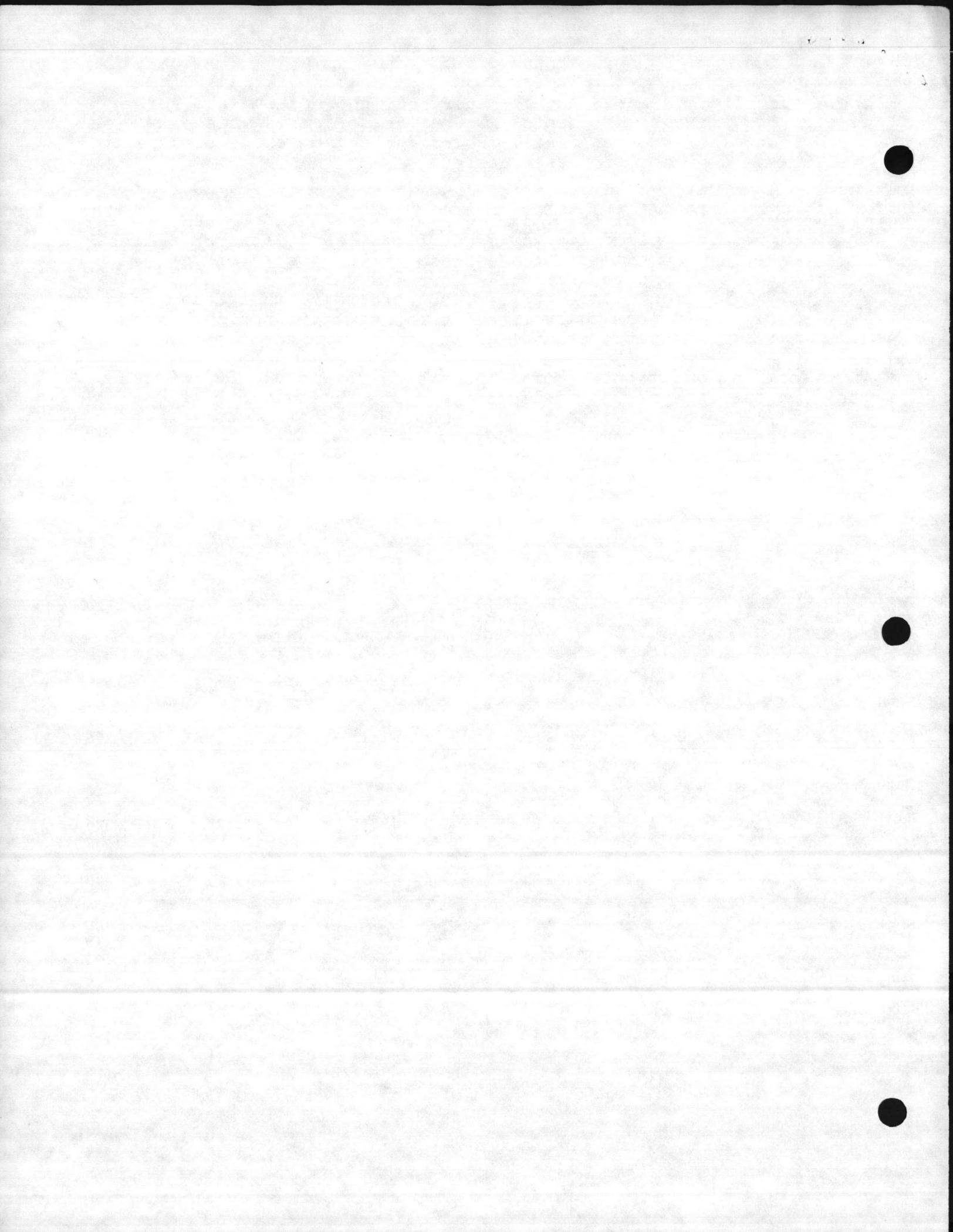
IV. Responsibility. Immediate supervisor is the Heavy Mobile Equipment Mechanic Foreman while working at the Heavy Equipment Shop. Work is assigned orally or through work orders and Maintenance and Repair Tickets. Work in progress is not subject to close supervision and the mechanic is responsible for determining the extent of repairs required. Incumbent keeps supervisor informed of the condition of the equipment and of steps being taken to correct any discrepancies. Must take necessary precautions at all times while working in or around insecticides. Follows manufacturer's manuals for clearances and tolerances of the various components of equipment repaired. Mechanic must meet



trade standards or goals set by supervisor and observe all safety of fire regulations. Mechanic is required to furnish his own hand tools (see attached list). Power tools and test equipment are furnished by the shop as required.

V. Physical Effort. Heaviest weights handled are 100 pounds with help provided as required. Usual weights are 20 to 50 pounds. the work requires mechanics to stand, stoop, bend, stretch, climb, sit, crawl, or work in tiring and uncomfortable positions. Frequently exposed to cuts, scratches, bruises, shocks, burns, strains, highly toxic insecticides, rodenticides, fumigants, and high voltage. Subject to burns and skin irritations from battery acid, poisons, hydraulic fluid, diesel fumes and gasoline.

VI. Working Conditions. Works indoors approximately 50% of the time and outdoors making field repairs approximately 50% of the time in all types of weather. Work must be performed under vehicles on hard, damp, wet, muddy or sandy surfaces. Exposed to high voltage, dirt, dust, grease, oil, noise, vibrations, insects, fumes, insecticides, varied temperature and exhaust fumes.



PERFORMANCE STANDARDS
ELECTRICAL EQUIPMENT REPAIRER
WG-5716-10

1. Critical Element: Overhaul and Repair Generators

Highly Satisfactory: Overhauls and repairs stationary and portable generators. Jobs completed within the manufacturer's recommended time frame or inspector's in 8 out of 10 assignments. Work in progress and completed work meets manufacturer's recommended specifications and repair criteria to the degree that not more than 2 jobs in 40 would require rework. Circumstances beyond employee's control would be an exception.

Marginal: Jobs completed within the manufacturer's recommended time frame or the inspector's in 6 out of 10 assignments. Work in progress and completed work meets manufacturer's recommended specifications and repair criteria to the degree that not more than 6 jobs in 40 would require rework. Circumstances beyond employee's control would be an exception.

